

**Business Process  
Working Integrated  
Product Team (BP-  
WIPT) Charter**

Team Leader:

Revision Number: - 1

Approved by: PM

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# 1 Charter

## 1.1 Vision Statement:

*“Increase job performance by providing high quality learning and electronic performance aids available anytime and anywhere”.*

## 1.2 Mission Statement

*“Research government and industry for best practices and process and make recommendations to the Program Manager on strategies for implementing best practices of interest to the ILE program. The Team will examine and advise on matters relating to ILE practices and processes of management, resourcing, facilities, acquisition, courseware and content production, logistics, risk, personnel training, leadership, analysis, improvement, measurement, and quality”*

## 1.3 Goals:

- Recommend practices and processes that produce superior results. (Superior is defined as 25% or higher results than normal output.)
- Discover and recommend practices and processes that are clearly a new or innovative use of manpower or technology.
- Find and recommend practices and processes that are recognized by at least three different references as a Best Practice.
- Identify and implement practices and processes that have received an external award for the practice or process.
- Implement practices and processes deemed “best” by the ILE’s customers, users, and suppliers.
- Recommend practices and processes recognized by industry as “Best”.
- Recommend practices and processes that are proven to lead to exceptional performance.

## 1.4 Business Process Working Integrated Product Team (BP-WIPT) Membership:

Name	Position	Organization	Contact Information
BP-WIPT Lead			

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	<b>BP-WIPT Lead</b>		
<b>IPT Members</b>			

Table 1- Business Process WIPT Membership (Level II IPT)

### 1.5 BP&P-WIPT Roles and Responsibilities:

#### 1.5.1 BP&P-WIPT Lead

The Business Process Working Integrated Team (BP-WIPT) Lead is assigned authority, responsibility and accountability for keeping the PM apprised of any potential strategies for implementing best practices that may increase the effectiveness or efficiency of the ILE program. In discharging these responsibilities, the BP-WIPTL shall:

- Serve as the focal point for business process activities related to the ILE.
- Establish and chair a Business Process Team (BP-WIPT). The BP-WIPTL will establish the BP-WIPT with each applicable ILE element assigned a qualified member.

- Call and chair BP-WIPT meetings, and provide the PM IPT and BP-WIPT members' periodic status of BP-WIPT tasking, milestones, actions taken, and actions pending.
- Ensure that, for each assigned project, process are properly and adequately analyzed and evaluated and an appropriate documentation is carried out.
- Assume responsibility for the planning, preparation, coordination and promulgation of a Quality Management System (QMS) based on international standards for such systems, related plans, reports, and documents.
- Perform liaison and effect necessary interfaces with all BP-WIPT and PM IPT members throughout all program phases.
- Ensure that the BP-WIPT members are advised of all relevant BP-WIPT meetings (including data calls), reviews, demonstrations, and discussions.
- Ensure that the impact on the ILE QMS resulting from new or revised planning and/or design is assessed and that adjustments to the QMS are made and implemented.
- Ensure that alterations to ILE quality system requirements and specifications resulting from quality analysis and trade-offs are made only after consultation with each affected element.
- Be responsible for the evaluation of technical/cost proposals for system/equipment contracts and provide written Proposal Evaluation Reports (PERs) on their capabilities, achievements, and acceptability from a quality viewpoint.
- Participate in acquisition planning, acquisition package preparation, DD-1423 preparation and reviews, proposal evaluations, pre- and post-award contract negotiations and conferences, test planning, and design reviews to ensure that quality requirements are adequately and accurately defined in acquisition documents.
- Represent program quality requirements during contract negotiations.
- Participate in ILE program review conferences with contractor representatives.
- Monitor all ILE program activities for risk to quality associated with the acquisition of materials and products.

- Provide the PM IPT with the schedule and duration of all required QMS related audits and assessment to ensure availability of necessary funding.
- Keep the PM informed of the specifics on what should be done, when it should be accomplished, who is responsible, and associated cost and schedule with regard to business processes and quality.
- Assist the PM in developing strategies and in program planning, as requested by the PM
- Establish BP-WIPT plan of action and milestones (POA&M)
- Propose tailored documentation and milestone requirements
- Review and provide early input to documents
- Coordinate BP-WIPT activities with the PM IPT members
- Resolve or elevate issues in a timely manner
- Assume responsibility to obtain principals' concurrence on issues, as well as with applicable documents or portions of documents

#### **1.5.2 BP-WIPT Members**

BP-WIPT Members shall assist the BP-WIPT Lead as directed in promptly executing the BP-WIPT responsibilities and accomplishing ILE program objectives while performing within the BP-WIPT Charter. In discharging these responsibilities, the BP-WIPT Members shall:

- Keep the BP-WIPT Lead informed of the specifics on what is being done, when it will be accomplished, and associated cost and schedule implications.
- Attend meetings as required and come prepared.
- Commit yourself to the objectives of the IPT.
- Represent your functional area without bias.
- Actively seek and receive input of others.

## **1.6 Procedures and Guidelines:**

### **1.6.1 Rules of Engagement for Meetings**

The BP-WIPT shall hold weekly meetings and the BP-WIPT Leader will attend quarterly PM IPT off-sites to ensure effective communication of program status across the IPT's membership.

### **1.6.2 "Single Voice" Policy**

Each IPT member will be afforded a voice concerning issues brought before the BP-WIPT Lead. Once a decision has been reached in accordance with this charter, the decision will stand as the representative position of the BP-WIPT.

### **1.6.3 No "Single Point Failure" Policy**

BP-WIPT members must make reasonable attempts to participate in the weekly BPR-WIPT meetings. If their absence is unavoidable they should ensure empowered representation is present. Reasonable consideration shall be given to the contribution of an absent BP-WIPT member prior to proceeding on an issue that impacts their area of authority and accountability.

## **1.7 Administrative Requirements**

### **1.7.1 Meetings**

#### ***1.7.1.1 Agenda***

The BP-WIPT Lead will assign a BP-WIPT member to collect and publish agenda items for weekly meetings. Agenda input from the BP-WIPT membership is due 24 hours prior to the weekly meeting. The agenda shall be strictly adhered to. The BP-WIPT Lead shall insert a period of time into each agenda for open discussion issues.

#### ***1.7.1.2 Minutes***

The BP-WIPT Lead will assign a BP-WIPT member to ensure that all issues discussed during the weekly meetings are recorded in the minutes. The weekly minutes shall be distributed for review with the following week's agenda.

#### ***1.7.1.3 Action Items***

The BP-WIPT Lead shall record all meeting action items in a central repository. Each item shall be assigned a unique tracking number and shall include the date of origination, the meeting that produced the action item, the person assigned responsibility, projected closure date, and current status as updates are provided. A sample format is provided in Table 2.

Origination Date	Forum	Tracking #	Action Item	Task officer	Due Date	Status	Remarks

Table 2- Action Item Repository

#### *1.7.1.4 Frequency*

##### *1.7.1.4.1 Weekly Teleconference*

The BP-WIPT Lead shall attend the ILE PM IPT weekly teleconference by telephone conference, video teleconference, or in person as appropriate. The current time and location is each Thursday at 1400 (2 P.M. for you non-military types) via telephone conference. The BP-WIPT Lead shall be notified by the PM of adjustments to the schedule and location of this meeting during the previous weekly meeting.

##### *1.7.1.4.2 Quarterly “In Person” Meeting*

The BP-WIPT Lead shall attend the quarterly ILE PM IPT meeting in person.

#### *1.7.1.5 Meeting Summaries*

Meeting summaries will be brief and will preclude revisiting previous agreements and wasting the time and resources of the team members. Meeting summaries will:

- Record attendance
- Document any decisions or agreements reached by the BP-WIPT
- Document action items and suspense items.
- Set the agenda for the next meeting
- Frame issues for higher-level resolution

#### *1.7.2 BP-WIPT Communication*

BP-WIPT communications fall into two categories. The first communication type provides daily, spontaneous one-on-one or group inclusive communications. The second communication type is more formal, and consists of regularly scheduled BP-WIPT meetings. These regularly scheduled meetings allow the BP-WIPT to

discuss and act on BP-WIPT issues such as general leadership, direction, specific tasking, performance measurement, and conflict resolution.

1.7.3 Decision Making Criteria

The BP-WIPT decision criteria shall be in line with the BP-WIPT structure. Decisions shall be resolved at the lowest possible level with the BP-WIPT Lead having the final authority on all decisions elevated to his/her level.